

SECRET

11 October 1956

MEMORANDUM FOR: Chief, Finance Division
SUBJECT: Policy on TDY Travel From Residence

1. Please inform this office of Agency policy and practice in preparing TDY Travel orders and vouchers where a Staff Employee's official station is Headquarters, Washington, D.C., but he maintains his residence at Manassas, Virginia. The following specific questions are raised for your determination:

(a) Is it proper for travel orders to read "From Manassas, Virginia" to the TDY destination. (It is assumed here that the employee does not stop at Headquarters during the travel.)

(b) What taxi fare or mileage is allowable where the employee travels from his residence at Manassas to an air or rail departure terminal, e.g., National Airport or Union Station. (Consider the situation where the orders read from Manassas and also where they read from Washington, D.C.)

2. We have heard there is a definition of the "Washington Metropolitan Area", and that travel by taxi or private auto outside that area, to or from a residence, is at the employee's expense, where he is proceeding to or from a terminal for TDY travel. A clarification of this matter, and a ruling as to whether or not Manassas, Va., would be considered within the "Washington Metropolitan Area", is requested.

3. It would be appreciated if these questions could be settled as soon as possible, since the preparation of certain TDY orders is dependent upon your determination.

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WRS

Commercial Staff
Administrative Officer

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